

## SWPPP Construction Site Inspection Report (Form 25D-100)

### **Contains:**

*Inspection Report Form Instructions*

*Appendix A: Conducting Inspections during Periods of Relatively Continuous Rain or Sequential Storm Event (Guidance Applicable Only to Locations with Mean Annual Precipitation of 40 inches or more)*

*Appendix B: Starting Inspections after Winter Shutdown (Guidance Applicable to All Projects)*

### **Instructions**

The form shall not be altered. Any project-specific data that will not change from inspection to inspection, such as the NOI tracking numbers and project name, can be entered electronically. The AKSAS number and inspection date will automatically fill-in in the right bottom corner of each page after the information is typed into Section 1 and the form is refreshed. To refresh the form, either save the document, close and then re-open it or open and then close the "Print Preview" of the document. It is also recommended that discharge points and BMPs be entered electronically. These sections (4.3 and 5.0) are not locked so that rows can be added, deleted or re-organized as needed. However, this also means that you cannot electronically complete the "yes" and "no" columns in these two sections.

Then print the form and complete each item by hand during the inspection. The page numbers at the bottom of the form should fill in automatically when you print, but make sure they are in sequence.

The following instructions will outline how to complete each section of the inspection report.

### **1.0 General Information**

**1.1 Project Name:** Use the project name shown in the plans.

**1.2 AKSAS Number:** Use the state project number. If there is more than one, use the first one shown on the plans. If this form is filled out on a computer, the number will appear in the lower right hand corner of the document when you refresh (click "Print Preview") the document.

**1.3 Location:** City and State will suffice if the project is in a city. If away from a city, use the highway name with milepost numbers.

**1.4 NOI Tracking No.:** Enter the unique permit number for both the Contractor and the Department; this number will appear on the DEC email acknowledgement of the eNOI and may look like this: AKR10AB12. Note: this is different from the APDES permit number AKR100000.

**1.5 a. Date of Inspection:** The actual day, month, and year of the inspection. If this form is filled out on a computer, the number will appear in the lower right hand corner of the document when you refresh (click "Print Preview") the document.

**b. Start/End Times:** Enter the hour and minute the inspection began and was completed.

- 1.6 Inspectors' Names:** Enter both the Contractor's and the Department's Inspector's names that are doing this inspection. If names have been pre-entered, ensure that they are correct each time.

*Note on joint inspections:* The consent decree requires inspections be conducted jointly, with an inspector from the Contractor and the Department. There is an allowance for the rare situation where a joint inspection is impracticable. Examples are: (1) one of the inspectors is not on site, access is only by air, and weather delayed or canceled flights; (2) one of the inspectors is sick; (3) the project is on a monthly schedule and no staff are on site and the only access to the site is by air, so that it is economical to send only one inspector. When this type of situation arises, the single inspector could be either the Contractor or Department. Note on the inspection which entity was not present by writing "not present" under the Inspector's Names. The entity that conducts the inspection must transmit a copy of the report to the other entity within three days. Both parties still must certify the inspection report according to the procedures outlined in Section 6.3 of this document. Keep documentation to show the date of transmittal. Also, in a memo to the file attached to the report, explain why the inspection was not jointly conducted.

- 1.7 Inspectors' Titles:** Enter the title(s) of the qualified persons doing the inspection. This must be SWPPP Manager or Superintendent for the Contractor's Inspector, or Stormwater Inspector or Project Engineer for the DOT&PF Inspector.

- 1.8 Inspectors' Contact Information:** Enter the current daytime phone or cell phone number for both the Contractor's and the Department's Inspector.

**1.9 Inspectors' Qualifications:**

- a. **AK-CESCL Certification number:** Enter a current AK-CESCL, or equivalent, certification number for each inspector. For example, "AK-CESCL # 1234." Equivalent certifications are CISEC and CPESC. When providing an equivalent certification, indicate which certification is held by the Inspector in addition to providing the certification number.
- b. **AK-CESCL Expiration date:** Enter the EXPIRATION date of the AK-CESCL, or equivalent, certification.

**Note for CISEC certifications:** individuals using their CISEC certification must provide the expiration date as shown on CISEC's website: <http://www.cisecinc.org/find-a-cisec.html#ak>. CISEC updated their website to include the certification numbers and expiration dates of certified individuals, and has stated that this is the official expiration date. DOT&PF's current policy to use the CISEC expiration date found in the individual's contract will be phased out to comply with CISEC's policy. Inspectors must make the transition to using the date on the CISEC website by August 1, 2013; after this failure to use the website's date will result in a decree non-compliance. Do not assume that the expiration date on your contract will match that on the website, as there may be cases where it does not. Please provide a copy of the website's information along with a copy of the CISEC certificate in the SWPPP.

*Note on certifications:* the decree requires that individuals conducting the inspection must have a current AK-CESCL, or equivalent, certification prior to conducting inspections.

These requirements extend to any person “acting” during staff changes or leave. If either inspector does not have a current certification, stop here and consult your supervisor.

**1.10 Describe Construction Activities:** Briefly describe the current construction activity/ activities since the last inspection. Use terms like “clearing and grubbing,” “grading,” “filling,” “excavation,” or “building erection.” You can expand the size of this box on the form. For example, if you have divided your project into areas for the grading and Stabilization Activities Log, you can increase the box size to accommodate a list of the same areas and give the current status of each.

**1.11 Type of Inspection:** Indicate the type of inspection this is. The options are as follows:

- “Regular” would be the regularly scheduled inspection identified in the SWPPP, such as every 7 days or every 14 days
- “Post-storm event” would be an inspection that follows the end of a storm event when required by the CGP and SWPPP. The timeframe in which to conduct a post-storm event inspection depends on whether the project is conducting regular inspections under CGP Parts 6.1.1 or 6.1.2.2 or has reduced inspections to every 30 days under CGP Part 6.2.1. See instructions below on conducting post-storm event inspections for further guidance.
- “Continuous event” would be an inspection conducted in addition to the weekly inspection, for areas with an annual precipitation greater than 40 inches, as required during periods of continuous precipitation or sequential storm events. DOT&PF interprets “relatively continuous precipitation” as 0.1 inch or more of rain occurring four out of the seven day inspection period. The four days do not have to be consecutive. If the first day after the inspection is considered “Day 1,” and the fourth day of rain occurs on the day before the next inspection (Day 6), then conduct an inspection that day even though its unknown if the rainfall will accumulate to 0.1 inches in order to avoid potentially missing that week’s second inspection. For more detailed information on conducting continuous event inspections, please see Appendix A of these instructions.
- “Reduced inspection frequency period” would be the inspection that occurs once every 30 calendar days. In order to reduce the inspections, the entire site must be temporarily stabilized and the contract and DOT&PF Project Engineer allowed the frequency to be reduced on these conditions.

**Selecting an inspection frequency:** The frequency selected shall comply with CGP Part 6.1 or 6.2. Per the Department of Environmental Conservation’s letter to DOT&PF dated June, 20, 2012, projects located in areas with annual precipitation less than or equal to 15 inches may inspect once every 7 calendar days and still be compliant with CCP Part 6.1.1.

**Conducting post-storm event inspections:** Post-storm event inspections required by the CGP are in addition to the regular inspection, so do not re-set your regular schedule (either 14 or 30 days) from your post-storm inspection.

When conducting regular 14-day inspections (under CGP Parts 6.1.1 or 6.1.2.2), a post-storm inspection is required within 24 hours of the end of a storm event that resulted in a discharge of pollutants (including sediment) from the site.

When conducting inspections every 30 days (under CGP Part 6.2.1), a post-storm inspection is required within two business days of the end of the storm event that resulted in a discharge at “actively staffed” sites. Therefore, only projects that are “actively staffed” need to conduct post-storm inspections when inspecting every 30 days.

The term “actively staffed” is not defined in the CGP. DOT&PF interprets this to mean the project is in active construction and staff who have the responsibility to take action are in the vicinity of the project site on a regular basis. A project is not actively staffed when the project site is in temporary or final stabilization but there is a project office in the vicinity (across town or otherwise easily accessible) where employees are performing only administrative tasks.

Under both these conditions, a formal post-storm event inspection is not required by the CGP if there was no discharge from the site. However, even if a formal post-storm event inspection isn’t required, it is still prudent to conduct an informal inspection (Form 25D-100 does not need to be completed) during or immediately after a storm to assess BMP performance.

Inspectors may elect to first do a walk-through of the site in order to determine if discharges have occurred, and either:

- a. If discharges occurred, conduct a formal post-storm inspection of the site as required by the CGP, or
- b. If discharges did not occur, write a memo stating that a walk-through of the site revealed that no discharges occurred and, therefore, a formal post-storm inspection is not required per the permit.

If inspectors elect to conduct a formal inspection before determining whether discharges occurred, leave Section 1.11 of the Inspection Report blank until the end of the inspection and then either mark it as a “Post-Storm Event” inspection if discharges occurred, or “Regular” inspection if not.

*Conducting continuous event inspections:* If practicable, plan on having two inspections per seven calendar days during the rainy season. If this is not practicable, to make it easy to comply, the regular inspection should occur the same day each week and the second weekly inspection must be conducted prior to the next regular inspection if there has been “relatively continuous precipitation,” or sequential storm events.

*Changing inspection frequencies:* Any change in inspection frequency must be documented by SWPPP Amendment. To remain compliant with the project’s inspection frequency, do not conduct inspections at the new frequency until the SWPPP Amendment has been approved. When resuming inspections after winter shutdown, see Appendix B, “Starting Inspections After Winter Shutdown.”

## **2.0 Weather Information**

### **2.1 Describe the weather since the last inspection:** check all appropriate boxes on the form.

**Documenting weather on reduced frequency inspections:** If you are doing a monthly inspection and no one has been on-site to record daily rainfall, then use the following website to produce a summary of the weather since the last inspection:  
<http://www.arh.noaa.gov/climate.php>

- 2.2 Storm events:** If there were any storm events since the last **formal** inspection, complete the storm event information. A storm event is an event that resulted in 0.5 or more inches of rain in 24 hours followed by at least three **consecutive** days of dry weather. **The end of the storm is the end of the third day, of three consecutive days of dry weather following the rainfall.** Dry weather would be when there was either no rain, or a trace (less than 0.1 inch). **For reporting weather and storm events when resuming inspections after winter shutdown, see Appendix B, "Starting Inspections After Winter Shutdown."**

**Estimated Storm Start Date:** Enter the date in which the rainfall began and resulted in 0.5 or more inches in 24 hours. If the storm event is continuous and was reported on a previous Inspection Report, use the same start date, but update the total duration and precipitation to date (see additional instructions and the Example below).

**Estimated Storm Duration:** Enter the duration of the storm event. Total the duration **through the end** date (described above). If the storm event appears to be continuing on the day of inspection **(there has not been three consecutive days of dry weather)**, only report the total days since the start date **through** the date of inspection. In **coastal** Alaska where it may rain for days without stopping, the duration of a storm could be provided in days instead of hours.

**Approximate Amount of Precipitation:** Enter the total amount of rainfall in inches for the storm event, not the 24-hr recordings. Make a best estimate using the project's Daily Record of Rainfall. If the storm event **appears to be** continuous, total the precipitation **readings** since the start date.

If more than one storm event occurred since the last inspection, this information is required for each storm.

**Example.** A continuous rain event that is reported on two inspection reports. An inspection was conducted on June 30, 2011. Since the last weekly inspection, a storm event began on June 28 with the rain continuing through the 29<sup>th</sup>. By the next weekly inspection on July 7, the storm event had continued for an additional three days.

### Inspection Report #1 from June 30<sup>th</sup>

Start Date	6/28/2011
Estimated Duration	2 days to date
Approximate Amount of Precipitation (inches)	1.3 inches

### Inspection Report #2 from July 7<sup>th</sup>

Start Date	6/28/2011
Estimated Duration	8 days total
Approximate Amount of Precipitation (inches)	2.3 inches

### Rainfall Data from June 23 - July 6<sup>th</sup>.

Date	Precipitation (inches)	Comments
6/23/2011	TR	
6/24/2011	0.3	
6/25/2011	0	
6/26/2011	0	
6/27/2011	0.3	
6/28/2011	0.7	Storm Start
6/29/2011	0.6	
6/30/2011	0.6	
7/1/2011	0.1	
7/2/2011	0.3	
7/3/2011	TR	
7/4/2011	TR	
7/5/2011	0	Storm End
7/6/2011	0	

**2.3 Weather at time of Inspection?** Check the appropriate box on the form (“Clear,” “Cloudy,” “High Winds,” etc.) and enter the temperature from the project thermometer. If checking “Other,” add a brief additional written description.

### 3.0 Overall Site Issues

It is likely easiest to complete part 5.0 Site-specific BMPs first and then complete part 3.0. The reason part 5.0 is later in the form is to allow expansion of the report for projects with many BMPs. If one of these questions is not applicable to the project, explain *why* it is not applicable; do *not* simply mark “N/A.” For example, if using no concrete on the project, the comment in the right column on washout facilities could say “no concrete work at this time.” If any of the following items require Corrective Action, follow the guidance in Section 5.0 under “BMP Action Required/Complete by Date.”

**3.1 Have stabilization measures been initiated on slopes and disturbed areas not actively being worked?** This addresses all disturbed areas—such as cut slopes, utility trenches, graded areas, stockpiles, etc.—which are not currently active. Consider all the areas of the project site where ground has been disturbed, including staging areas, disposal or material sites (assuming the Contractor and DOT&PF are both operators of the site). After work has stopped in an area, either temporary or permanent stabilization must be initiated.

Stabilization is considered “initiated” when methods are used that would result in no bare ground including armoring, mulching, seeding when mulch is included, rolled erosion control blanket, tackifier, or a variety of other methods. Track-walking and/or seeding alone is not considered initiation of stabilization. If an area is still actively being worked, stabilization is not needed until the current work activity in that area ceases, either temporarily or permanently.

When within the period for initiating stabilization measures, identifying a corrective action is not necessary (for more information regarding this, see the instructions for the *SWPPP Grading and Stabilization Activities Log and the CGP Part 4.4*). However, it can be noted on the inspection when stabilization has to be initiated as a comment (see Example 2 below). When a disturbed area needing stabilization did not have stabilization initiated within the time frame, a corrective action must be identified and it must be reported as a non-compliance on the Inspection Report. All disturbed areas and areas needing stabilization referenced in this section **must** also be listed on the *SWPPP Grading and Stabilization Activities Log*.

*Example 1.* All areas are actively being worked except for a disposal site stabilized by successfully established seeding.

	Overall Site Issue	Implemented?	Corrective Action Required?	If Corrective Action is required, describe Action and Location	Comments
3.1	Have stabilization measures been initiated on slopes and disturbed areas not actively being worked?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  Complete by Date:		

*Example 2.* Work was temporarily stopped on May 9, 2010 in a portion of the project that is in a precipitation zone of <40 inches and will not resume in the next week and no stabilization has been initiated. This inspection occurs 6 days after cessation of work.

	Overall Site Issue	Implemented?	Corrective Action Required?	If Corrective Action is required, describe Action and Location	Comments
3.1	Have stabilization measures been initiated on slopes and disturbed areas not actively being worked?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  Complete by Date:		Stabilization must be initiated by 5/23/2010 at the latest from station 100+00 – 200+00 LT/RT

*Example 3.* Work was temporarily stopped on May 9, 2010 in a portion of the project and will not resume in the next week and no stabilization has been initiated. This inspection occurs 12 days after cessation of work.

	Overall Site Issue	Implemented?	Corrective Action Required?	If Corrective Action is required, describe Action and Location	Comments
3.1	Have stabilization measures been initiated on slopes and disturbed areas not actively being worked?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Complete by Date: 5/23/2010	Initiate stabilization by 5/23/2010 at the latest from station 100+00 – 200+00 LT/RT	

**3.2 Are natural resource areas (e.g., streams, wetlands, mature trees, etc.) required by the SWPPP to be delineated in the field, identified with barriers or markings?**

Remember that areas that must be left undisturbed need markings or barriers in the field and must also be shown on the plans in the SWPPP.

*Example.* A culturally significant tree must not be disturbed per the plans and there is nothing in the field around or near the tree to delineate it. Construction activities have started in the area.

	Overall Site Issue	Implemented?	Corrective Action Required?	If Corrective Action is required, describe Action and Location	Comments
3.2	Are natural resource areas (e.g., streams, wetlands, mature trees, etc.) required by the SWPPP to be delineated in the field, identified with barriers or markings?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Complete by Date: 5/30/2010	Place flagging around the drip line of the cultural tree and add sign saying “do not disturb” at Sta 340+30 LT	

**3.3 Are perimeter controls and sediment barriers adequately installed (keyed into substrate) and maintained?**

*Example 1.* All the silt fences, wattles, berms, or other controls are properly installed and functioning around the project perimeter, wherever offsite area is downslope.

	Overall Site Issue	Implemented?	Corrective Action Required?	If Corrective Action is required, describe Action and Location	Comments
3.3	Are perimeter controls and sediment barriers adequately installed (keyed into substrate) and maintained?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  Complete by Date:		

*Example 2.* A perimeter silt fence was properly installed but is undercut or no longer adequately buried at a specific location

	Overall Site Issue	Implemented?	Corrective Action Required?	If Corrective Action is required, describe Action and Location	Comments
3.3	Are perimeter controls and sediment barriers adequately installed (keyed into substrate) and maintained?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Complete by Date: 5/30/2010	Retrench "Silt Fence North 2" at Station 110+00 RT	

**3.4 Are storm drain inlets properly protected?** All storm drains must have some form of inlet protection (perimeter booms, silt bags, etc.) to prevent discharges into a storm water system. If there are no inlets within the project site, leave this row blank, but write "No inlets within the project site" in the *Comments* column.

*Example 1.* All the inlets all protected and control measures are functioning.

	Overall Site Issue	Implemented?	Corrective Action Required?	If Corrective Action is required, describe Action and Location	Comments
3.4	Are storm drain inlets properly protected?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Complete by Date:		

*Example 2.* One inlet sediment barrier is not sealed and leaking sediment into the drain.

	Overall Site Issue	Implemented?	Corrective Action Required?	If Corrective Action is required, describe Action and Location	Comments
3.4	Are storm drain inlets properly protected?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Complete by Date: 5/29/2010	Replace BMP #34 at storm drain inlet Sta 69+00 RT with a new "witches hat"	

**3.5 Are the construction exits preventing sediment from being tracked into the street?** This is a critical inspection task in order to avoid uncontrolled sediment discharges off site. Tracking-prevention BMPs may include a rock exit pad and/or truck tire wash station. **Remember that street sweeping is not a substitute for a stabilized entrance/exit.**

*Example.* Tracking prevention BMPs are installed but sediment is still being tracked into the street.

	Overall Site Issue	Implemented?	Corrective Action Required?	If Corrective Action is required, describe Action and Location	Comments
3.5	Are the construction exits preventing sediment from being tracked into the street?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Complete by Date: 5/29/2010	Replace rock in exit pad at Sta 235	

**3.6 Is trash/litter from work areas collected and disposed of properly?** During an inspection, check for trash and litter and have it addressed as soon as possible. It should be in covered containers when in storage.

*Example 1.* The site is clean and free of trash with trash contained within covered dumpsters.

	Overall Site Issue	Implemented?	Corrective Action Required?	If Corrective Action is required, describe Action and Location	Comments
3.6	Is trash/litter from work areas collected and disposed of properly?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Complete by Date:		

*Example 2.* Trash is found on the ground and is not contained.

	Overall Site Issue	Implemented?	Corrective Action Required?	If Corrective Action is required, describe Action and Location	Comments
3.6	Is trash/litter from work areas collected and disposed of properly?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Complete by Date: 5/28/2010	Remove trash at Sta. 43 LT and place in dumpster	

**3.7 Are washout facilities (e.g., paint, concrete) available, clearly marked, and maintained?** If there are no washout facilities needed within the project site, leave this row blank, but write "No concrete or paint activity on this project" in the *Comments* column.

*Example 1.* The site has concrete work and there is a concrete washout (clearly marked as such and shown in the SWPPP Plan) and it is not at full capacity, and not leaking pollutants over the sides or through the bottom.

	Overall Site Issue	Implemented?	Corrective Action Required?	If Corrective Action is required, describe Action and Location	Comments
3.7	Are washout facilities (e.g., paint, concrete) available, clearly marked, and maintained?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Complete by Date:		

*Example 2.* A concrete washout containment is available but does not have a clearly visible sign.

	Overall Site Issue	Implemented?	Corrective Action Required?	If Corrective Action is required, describe Action and Location	Comments
3.7	Are washout facilities (e.g., paint, concrete) available, clearly marked, and maintained?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Complete by Date: 5/30/2010	Install a sign at the concrete washout.	

**3.8 Are vehicle and equipment fueling, cleaning, and maintenance areas free of spills, leaks, or other potential pollutants?** Oil spills are common on construction sites, most being small spills resulting from hydraulic fluid leaks, oil changes, or refueling a small

engine. However, all need to be addressed immediately when they occur. When conducting an inspection, sheen on the ground or in water such as a puddle, pond, or stream indicates a spill has happened that requires clean up as soon as possible. Contaminated soil must be removed immediately. Whether reporting is required and the time frame for reporting depends on the size and location of the spill. Refer to Appendix E of the DOT&PF Alaska SWPPP Guide for details.

*Example 1.* No spills can be seen during an inspection.

	Overall Site Issue	Implemented?	Corrective Action Required?	If Corrective Action is required, describe Action and Location	Comments
3.8	Are vehicle and equipment fueling, cleaning, and maintenance areas free of spills, leaks, or any other deleterious material?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  Complete by Date:		

*Example 2.* An oil stain is seen on the ground under a parked excavator.

	Overall Site Issue	Implemented?	Corrective Action Required?	If Corrective Action is required, describe Action and Location	Comments
3.8	Are vehicle and equipment fueling, cleaning, and maintenance areas free of spills, leaks, or any other deleterious material?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Complete by Date: 5/28/2010	Clean up oil stained gravel at small spill under excavator at the staging yard and initiate repairs on the excavator.	

### 3.9 Are materials that are potential storm water contaminants stored inside or under cover?

*Example 1.* Cement bags, fertilizer bags, paint cans, fuel jugs, etc. are securely stored (with secondary containment) and under cover.

	Overall Site Issue	Implemented?	Corrective Action Required?	If Corrective Action is required, describe Action and Location	Comments
3.9	Are materials that are potential stormwater contaminants stored inside or under cover?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  Complete by Date:		

*Example 2.* A two-gallon fuel can is on the grade without cover or secondary containment.

	Overall Site Issue	Implemented?	Corrective Action Required?	If Corrective Action is required, describe Action and Location	Comments
3.9	Are materials that are potential stormwater contaminants stored inside or under cover?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Complete by Date: 5/28/2010	Place 2-gallon fuel can at Station. 222 LT in covered storage	

**3.10 Are non-stormwater discharges (e.g., wash water, dewatering) properly controlled?**

A list of the allowable non-stormwater discharges is in the CGP. Be careful to note that if buildings or vehicles are washed, there is no detergent allowed.

*Example 1.* There is a vehicle wash site and you confirm that no detergent is being used.

	Overall Site Issue	Implemented?	Corrective Action Required?	If Corrective Action is required, describe Action and Location	Comments
3.10	Are non-stormwater discharges (e.g., wash water, dewatering) properly controlled?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  Complete by Date:		

*Example 2.* Dewatering is ongoing and the excavation area is not contaminated and dewatering BMPs are installed to control the discharge and they are properly maintained.

	Overall Site Issue	Implemented?	Corrective Action Required?	If Corrective Action is required, describe Action and Location	Comments
3.10	Are non-stormwater discharges (e.g., wash water, dewatering) properly controlled?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  Complete by Date:		

*Example 3.* The dewatering discharge is being pumped through a silt bag which is rapidly nearing capacity.

	Overall Site Issue	Implemented?	Corrective Action Required?	If Corrective Action is required, describe Action and Location	Comments
3.10	Are non-stormwater discharges (e.g., wash water, dewatering) properly controlled?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Complete by Date: 5/29/2010	Replace silt bag at dewatering pump	

**3.11 Has Spill Response kit been used since the last inspection? If yes, has stock been maintained?**

*Example 1.* Absorbent pads were removed from the spill kit to be placed under a leaking hydraulic cylinder AND new absorbent pads were placed in the spill kit.

	Overall Site Issue	Implemented?	Corrective Action Required?	If Corrective Action is required, describe Action and Location	Comments
3.11	Has Spill Response kit been used since the last inspection? If yes, has stock been maintained?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  Complete by Date:		

*Example 2.* Spill kit materials have been used and not replaced.

	Overall Site Issue	Implemented?	Corrective Action Required?	If Corrective Action is required, describe Action and Location	Comments
3.11	Has Spill Response kit been used since the last inspection? If yes, has stock been maintained?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Complete by Date: 5/30/2010	Replace absorbent pads in Spill Kit at office trailer	

**3.12 Are the NOI postings legible and do they contain the correct information?** Ensure the NOIs are not weathered such that they are unreadable. If there was a change in the SWPPP location or contact name or number, check if this information has been updated on the posting.

*Example. The SWPPP Manager was replaced and the NOI posting was not updated.*

	Overall Site Issue	Implemented?	Corrective Action Required?	If Corrective Action is required, describe Action and Location	Comments
3.12	Are the NOI postings legible and do they contain the correct information?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Complete by Date:6/10/10	Update the Contractor NOI for the new SWPPP Manager	

**3.13 Are any additional BMPs needed?** This provides space to describe what is needed when an entirely new BMP is required. It could be one planned for in the SWPPP, but not yet installed. Or it could be one the SWPPP did not call for, in which case a SWPPP amendment is needed.

*Example. An unanticipated situation arises where a cut slope is eroding and the solution is to break up the slope length by installing a wattle that was not in the SWPPP.*

	Overall Site Issue	Implemented?	Corrective Action Required?	If Corrective Action is required, describe Action and Location	Comments
3.13	Are any additional BMPs needed?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Complete by Date: 5/30/2010	Install wattle at mid-slope on the cut bank at Sta. 220+00 LT and amend SWPPP.	SWPPP Amendment must be done by 6/3/2010

**3.14 Other.** Provide any other general note here that may require documentation but is not addressed elsewhere on the form.

*Example. A culvert installation is planned for the following week.*

	Overall Site Issue	Implemented?	Corrective Action Required?	If Corrective Action is required, describe Action and Location	Comments
3.14	(Other) Begin placement of stream diversion	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Complete by Date:		Need diversion in place by 6/10/2010 at Sta. 120+20

#### 4.0 Discharge Points

A discharge point is a location where collected and concentrated storm water flows are discharged from the construction site. The receiving water body could be a conveyance connected or direct discharges to a municipal storm sewer system, a wetland or a water body. To create more lines in this document, go to the last cell of the last row and hit the tab key.

#### **4.1 At the time of inspection, are the discharge points and receiving waters free of pollutant discharges (sediment deposits, sediment plume or oil sheen)?**

Mark “No” if there is ANY evidence of pollutant discharges leaving the project site during the inspection, and then mark “Yes” in “Corrective Action Required?” and explain what needs to be done for both clean up and controlling the source. Describe what happened in the *Comments* column. Add an additional page to the report as necessary. Also consider whether to fill in the non-compliance box at the end of the inspection report, or if the discharge required an endangerment report (see notes below).

If evidence of pollutant discharge is observed prior to the inspection but nothing is observed physically leaving at inspection time, mark “Yes” for this question but “No” for the next question.

Pollutant discharges or evidence of them can be:

- sediment on the ‘wrong’ side of a silt fence, if it has traveled to a waterbody
- sediment beyond a vegetative buffer, if the buffer is established to trap sediment, and the buffer and area beyond are wetland (and thus, a water of the US)
- turbid water escaping beyond the project limits and entering a ditch that discharges to a MS4
- a plume of turbid water entering a stream or other water body
- an oil sheen on water leaving the site
- failed or full drain inlet protection

If the pollutant is released to water, consider whether the water is either storm water, non-storm water or a natural water body (water of the U.S.). If the water body is a stream that passes through a project, even if the stream is polluted within project limits, the discharge of pollutants is considered to have left the project because the stream is a “water of the US.” When this occurs, mark “No” as the response to this question.

**Reporting discharges as CGP non-compliance:** If a discharge to water exceeded the water quality standards, it must be reported as a non-compliance on the Inspection Report (Part 6.2). The Alaska water quality standard for turbidity varies depending on the background turbidity and the uses of the water body (5, 15, or 25 NTU over background; see 18 AAC 70.020 for more information). Usually, if you can see the turbidity, it likely exceeds the water quality standard. If in doubt and there is no visible turbidity increase, simply write, “No visual evidence.”

**24-hour reporting:** If there is a question regarding whether or not a discharge is reportable under the 24-hour requirement, the DOT&PF Project Engineer must confer with the Regional Stormwater Specialist. This verbal and written reporting requirement is to both the DEC (per CGP part F3.4) and to EPA (per decree paragraph 9.a).

*Example 1.* No sediment deposits are observed in any receiving waters and no sediment is observed on the wrong side of any perimeter controls or other barriers.

	Overall Site Issue	Response	Corrective Action Required?	If Corrective Action is required, describe Action and Location	Comments
4.1	At the time of inspection, are the discharge points and receiving waters free of pollutant discharges (sediment deposits, sediment plume or oil sheen)? (See next page for list of discharge points)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  Complete by Date:		

**Example 2.** There is a leak in the silt bag in the drain and sediment deposited around the inlet.

	Overall Site Issue	Response	Corrective Action Required?	If Corrective Action is required, describe Action and Location	Comments
4.1	At the time of inspection, are the discharge points and receiving waters free of pollutant discharges (sediment deposits, sediment plume or oil sheen)? (See next page for list of discharge points)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Complete by Date: 5/28/2010	Clean up deposited sediments outside of drain inlet at NE corner of Main and 7th and replace the silt bag in the drain	

**4.2 Since the last inspection, are the discharge points and receiving waters free of evidence that pollutants had left the project site (for example, sediment deposits, oily residue)?** If there is ANY evidence of a discharge of a pollutant since the last inspection, mark “No” in the *Response* column, and then follow the instructions in 4.1.

**4.3 Location of Discharge Points.** List the locations of all discharge points. Section 4.3 of the form is not locked so that the list can be made shorter or longer as needed. Form fields will disappear when you begin typing in a cell and the “yes” or “no” must be circled by hand during the inspection. If one or more discharge points cannot be inspected due to it being inaccessible, then mark “No” under the *Inspected?* column. However, since it is required to observe the downstream water to check for pollution, note where this was done.

## 5.0 Site Specific BMPs

Note, Section 5.0 is not password protected so form fields will disappear when you begin typing in a table cell and “yes” and “no” boxes must be filled in by hand.

**BMP Identifier (optional):** If you want to use a code or number for each BMP, this allows space for that. If used, ensure that the identifiers match those used on the SWPPP Site Map, and each are unique. Once assigned, do not change the identifier.

**BMP & Location:** BMPs listed in this column must match those on the ground at the time of the inspection. Describe the BMP and its location in this column, using station numbers and offsets whenever station numbers are applicable. This includes inlet protection, silt bags, seeded areas, turbidity curtains, stabilized entrances, etc. When new BMPs are

added to the list, insert the new line with the other BMPs of the same location or project sub-area, so that the inspection sequence is logical. Grouping BMPs into one line is acceptable when groupings are small, definable and easy to understand. When grouping, be sure to give one specific location when there is a corrective action needed. See below for examples of listing BMPs.

#### Grouping BMPs

*Example 1:* A run of silt fence between the breaks can be grouped, when the breaks are larger than is needed for a driveway or culvert. For example, if silt fence is installed on the project right from 944+75 to 955+00, but there is a break in the fence from 951+00 to 952+00 due to site topography, group as follows:

BMP & Location
Silt Fence 944+75 – 951+00 RT
Silt Fence 952+00 – 955+00 RT

*Example 2:* A check dam series in the same ditch can be grouped. For example, if three check dams are installed in a ditch on the project left from 150+00 to 152+00, they can be grouped as follows, indicating the number of check dams in the series:

BMP & Location
Check Dam Series (3) 150+00 – 152+00 LT

*Example 3:* Inlet protection at an intersection can be grouped. For example, at the intersection of “A” Street and Main Street, inlet protection is installed in four inlets:

BMP & Location
4 Inlet protections at intersection of A and Main Streets

**BMP Installed?** If installed, mark “Yes.” If it is not installed, mark “No.” Follow up as described below depending on the situation:

**BMP Installation:** If “No” is marked in this column, no corrective action is needed if the BMP is not overdue (no construction activities have occurred in the area). However, if the BMP is overdue to be installed or was not installed because it was previously removed for replacement, then complete the required information for a corrective action. If “Yes” is marked in the *BMP Installed?* column, but the BMP was installed incorrectly, a corrective action is also required.

*Example 1.* The BMP needs to be installed but the area where it will be installed will not be disturbed by construction activities for another two weeks.

BMP & Location	BMP Installed?	BMP Action Required?	If BMP Action is required, describe Action and Location	Comments
Silt Fence 944+75 – 951+00 RT	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  Complete by Date:		Area not yet disturbed. Install prior to disturbance.

*Example 2.* The BMP needs to be installed because it was overlooked and construction activities have started in the area.

BMP & Location	BMP Installed?	BMP Action Required?	If BMP Action is required, describe Action and Location	Comments
Silt Fence 944+75 – 951+00 RT	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Complete by Date: 6/21/2011	Install silt fence	

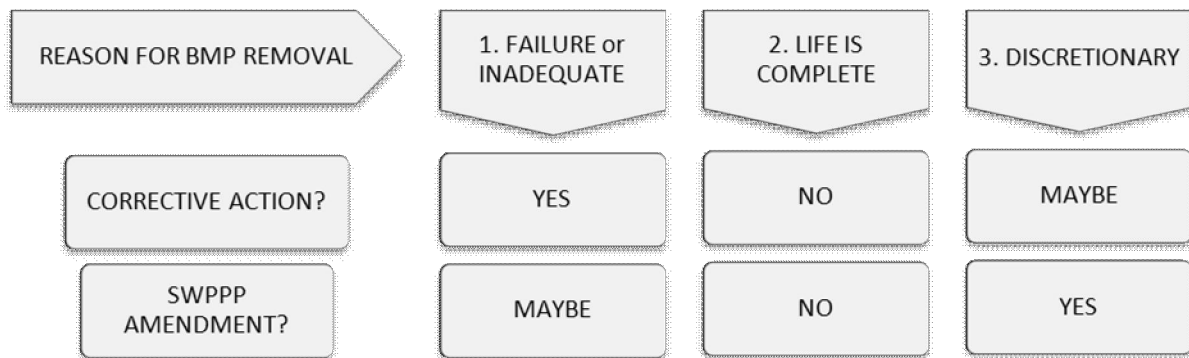
**BMP Removal:** Mark “No” in the *BMP Installed?* column if the BMP was removed prior to the inspection. Note in the *Comments* column “removed on Month/Day/Year,” and the reason it was removed (e.g. area is stabilized). In the next inspection, it is best to delete this BMP from the list, though it is acceptable to continue to note that it was removed. If the BMP is installed at the time of inspection, mark “Yes” in the *BMP Installed?* column, even if it is discovered that the BMP needs to be removed. If it requires removal, it might be a BMP Action or something to note in the *Comments* column, as described below.

Whether or not a BMP removal is a corrective action depends on the reason for removal. There are three general reasons why a BMP might be removed: 1) the BMP failed or is inadequate; 2) the BMP reached the end of its life; and 3) the stormwater inspectors made a discretionary decision to remove the BMP. Each of these is addressed below and is summarized in Figure 3:

1. Removing a BMP due to its failure or inadequacy in treating stormwater is always a corrective action. The SWPPP must be amended if replacing the BMP with a different BMP.
2. A BMP reaches the end of its life when the project work progresses to a point that it is no longer needed. For many BMPs, this occurs when disturbed areas are permanently stabilized. For others, like BMPs treating dewatering discharges, it is when the activity necessitating their use has ceased. Such a removal is not a corrective action. This is because the SWPPP is a plan for installation and removal of BMPs, so when the function of a BMP is no longer needed, it is part of the plan to remove it.
3. The stormwater inspectors may make a discretionary decision to remove a BMP for other reasons than those described above. For example, if an installed perimeter control is discovered to not be necessary in a particular location because the topography of the site is such that stormwater will not flow off of the project at that location, the SWPPP Manager can decide to remove the perimeter control rather than expend resources to inspect and maintain the BMP. In these situations, it is up to the inspectors whether to identify this removal as a corrective action, a comment, or not

record it on the inspection report at all. If it is identified as a corrective action ("yes" is checked in the *BMP Action Required?* column), then a complete-by date must be provided and that date must be met. If the inspectors decide to only make a note in the *Comments* column, they must clearly indicate that the removal is not a corrective action. Assuming the BMP was installed and maintained properly, a more prudent approach would be to not record anything about it on the inspection report, and then simply have a crew remove the BMP. In this case, no matter how the removal is identified on the inspection report, once a BMP is removed, the SWPPP must be amended within seven days.

**Figure 3.** Flow chart for determining whether a BMP removal constitutes a corrective action and a SWPPP Amendment.



*Example 1.* The BMP has been removed prior to the inspection because the area has been stabilized and it was no longer needed.

BMP & Location	BMP Installed?	BMP Action Required?	If BMP Action is required, describe Action and Location	Comments
Silt Fence 944+75 – 951+00 RT	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Complete by Date:		Area is stabilized. Silt fence removed on 9/15/2011.

*Example 2.* The BMP will be removed because the area has been stabilized and it is no longer needed.

BMP & Location	BMP Installed?	BMP Action Required?	If BMP Action is required, describe Action and Location	Comments
Silt Fence 944+75 – 951+00 RT	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Complete by Date:		Area is stabilized. Remove ASAP.

*Example 3.* The BMP needs removal because it was inadequate at treating stormwater before it flowed off-site.

BMP & Location	BMP Installed?	BMP Action Required?	If BMP Action is required, describe Action and Location	Comments

BMP & Location	BMP Installed?	BMP Action Required?	If BMP Action is required, describe Action and Location	Comments
Silt Fence 944+75 – 951+00 RT	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Complete by Date: 5/20/2011	Remove silt fence and replace with gravel filter berm	SWPPP amendment required.

**BMP Action Required?** BMP Actions are actions that correct a problem occurring on the project. These include, but are not limited to: repairing a BMP, installing/removing a BMP under certain conditions (see previous section for more detail), containing and cleaning a spill, or placing exposed materials in a proper storage area. If such an action is required, check “Yes,” even if it is repaired immediately. Then document when the repair was made in the *SWPPP Corrective Action Log*.

Routine maintenance is not considered a corrective action. Routine maintenance can be documented on the Inspection report under the *Comments* column. To do this, clearly describe what the routine maintenance activity is and when it has, or will, occur. For example: “Routine street sweeping occurred yesterday.”

If the routine schedule is not adequate to address an identified concern, then a corrective action would be required. For example, if construction waste is taken to the landfill once every two weeks and, though this regular maintenance occurred 4 days ago, it is then discovered during an inspection that the project dumpster is completely filled and more waste is located throughout the site, a corrective action such as an early run to the landfill or providing more and/or a larger dumpster to contain the waste generated is needed.

Complete-by date. Every BMP Action (or every “Yes” checked in this column) must have a complete-by date. The Complete-by-date should be entered on the report prior to certification by the Superintendent. Since every situation is different, it is not expected that all the Complete-by Dates would be the same for every Action.

The Contractor must set a realistic date that the BMP Action can be completed by. However, this date must be set so that it is in compliance with the CGP and meets other conditions in the contract, which are:

- a. For conditions that are easily remedied (i.e. removal of tracked sediment, maintenance of a control measure, or spill clean-up), initiate corrective action within 24 hours and complete as soon as possible.
- b. For all other conditions meet both requirements:
  1. The complete by date must protect water quality. If the BMP needing action is close to or in a waterbody, then the date must be set very soon, preferably same day as the inspection.
  2. The complete by date must be within seven days of discovery per the CGP Part 8.2.1.2.

In the case where it is known at the time of inspection that an identified corrective action cannot be practicably completed as described above, the Contractor can ask the DOT&PF Project Engineer to approve of a complete-by date that is further out. However, describe the circumstance in the *Comments* column for back-up documentation regarding the

decision. In this situation, if there is a potential for discharge of pollutants, describe and implement alternative BMPs as soon as possible to minimize or prevent discharge of pollutants until the planned solution is installed and operational.

*For areas with  $\geq 40$  inches of annual precipitation:* When conducting two inspections every seven days as required by the CGP Part 6.1.3, corrective actions that were identified on the first inspection of the week should be carried over to the second inspection if they have not yet been completed. On the second inspection, provide the same information for the corrective action (description and complete-by date) that was provided on the first inspection and then, in the comments column, note that this action is carried over from the previous inspection and not a new item.

**If BMP Action is required, describe Action and Location:** Any time a BMP requires a corrective action, describe what is needed in this column so it will be clear to other project staff and regulatory inspectors. **If BMPs are grouped together, identify the specific location where the Action is needed.** Even if the action is done immediately or later the same day, note what was needed. Any BMP Action noted on the inspection report shall be noted on the *SWPPP Corrective Action Log* in order to document when each corrective action was completed.

**Comments:** Use this column for explanatory notes.

## 6.0 Inspection Certification

**6.1 Inspection Areas:** This question needs to be answered to comply with the consent decree. The requirements in the CGP are:

- Inspect areas disturbed by construction activity
- Inspect areas used for storage of materials that are exposed to precipitation
- Inspect areas where control measures are installed
- Inspect areas where sediments or other pollutants have accumulated or been deposited and may have the potential for or are entering a storm water conveyance system
- Inspect all locations where vehicles or equipment enter or exit the site
- Inspect areas where storm water typically flows
- Inspect all discharge locations
- Inspect all portions of the site where temporary or permanent stabilization has been initiated

If any required area was not inspected, mark “No” and list the area(s) missed and explain why they were missed. When a required area is missed during an inspection, it must also be reported as a non-compliance on the Inspection Report.

All areas need to be inspected until final stabilization is achieved. During an inspection, if it is determined that an area has reached final stabilization, note this in the *Comments* column. On future reports, either delete the BMPs listed for this area from the report, or continue to mark “stable” in the *Comments* column. Note that the CGP requires that inspections be resumed in areas previously indicated to be finally stabilized within 2 business days of the end of a storm event that resulted in a discharge from these portions of the site. This requirement is only for actively staffed sites.

*Example.* All the staging and storage areas, the material and disposal sites and project BMPs were inspected, but one discharge site was inaccessible due to flooding.

6.1 Inspection Areas		
Did you inspect all areas of the project that are required to be inspected by the CGP including areas disturbed by construction activity, areas used for storage of materials that are exposed to precipitation, areas where control measures are installed, areas where sediment or other pollutants have accumulated or been deposited and may have the potential for or are entering a stormwater conveyance system, locations where vehicles enter or exit the site, areas where storm water typically flows, points of discharge from the site, and portions of the site where temporary or permanent stabilization has been initiated?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<p>If you did not inspect any required areas, list those locations here and explain why they weren't inspected.</p> <p>Discharge Point #11 could not be accessed due to flooding. We observed downstream of it about 100 feet and did not see any evidence of pollution.</p>

**6.2 Project Compliance:** Either check the box to certify compliance with the CGP or, if not compliant, leave the certification box blank and describe the non-compliance. There may be more than one incidence of non-compliance. All must be summarized on this page.

Examples of non-compliance include the following:

- a disturbed area that has not been actively worked for the past 14 days but has not been stabilized
- no effort to minimize tracking of sediment on the street outside of the project limits
- a BMP is not installed according to manufacturer specifications or good engineering practices
- a discharge from the project occurs from a part of the project where there are no BMPs
- maintenance of a BMP not meeting the standards described in the SWPPP

Not all Corrective Actions are noncompliance. Corrective Actions result in CGP non-compliance only when they are not completed prior to the next storm event.

**Conflict Resolution regarding Non-compliance:** If the Contractor and the Department disagree as to whether the project is in compliance with the permit, elevate the issue to a supervisor immediately. It is Department policy to resolve this type of issue within seven days.

**6.3 Certification Statement:** The only persons allowed to certify the Inspection Report are those in the positions of DOT&PF Project Engineer and Contractor's Superintendent. The persons inspecting and entering data on the report may be different than those who certify it.

The Contractor's Superintendent certifies the original Inspection Report within 3 calendar days of the inspection. Then the Project Engineer certifies the original within 3 working days of the Superintendent, makes a copy of the certified report for DOT&PF, and returns the original to the Contractor. The Contractor keeps the report with their SWPPP.

**Reviewing and changing inspection reports:** Prior to certification, the Superintendent and Project Engineer need to check the report to ensure the form is filled out completely, there are no contradictory notes, and that it is accurate. They should also ensure that all actions noted on the Inspection Report have been added to the *SWPPP Corrective Action Log* and are done by the stated Complete by Dates.

If the Superintendent identifies a minor error or omission before certifying the report, the minor error or omission may be corrected prior to giving the report to the Project Engineer. If the Project Engineer identifies a minor error or omission after the Superintendent has certified the report, any changes made to the report by the Project Engineer to correct the error will result in the Superintendent having to re-sign and date the changed report in the space below the original signature. Also, each change to the inspection report should be dated and initialed by the individual making the change. Minor errors corrected this way are not reported as decree non-compliance.

Once both the Superintendent and Project Engineer have signed the Inspection Report, any errors or omissions found may be reportable as decree non-compliance and should be corrected in the following inspection report by ensuring that the next inspection report does not repeat the error or omission.

Minor omissions or errors that can be corrected include:

- An inspector recorded their AK-CESCL certification number or expiration date incorrectly;
- An inspector's name was incorrect or unclear;
- A BMP was marked as in place, when it was already removed;
- A box was left blank or neither the "yes" or the "no" box is checked
- Inspection end-time was not recorded
- Omission of a complete-by date for a corrective action
- Omission of a description of a corrective action when the "yes" box is checked indicating a BMP Action is needed

All corrections must reflect the conditions observed during the inspection.

Some errors and omissions cannot be corrected because they result in permit or decree noncompliance at the time of the inspection. Examples include:

- A BMP was not inspected;
- An area that required inspection was not inspected (required areas are listed on the Inspection Report Form, Part 6.1);
- A BMP is omitted from the inspection report and there is no documentation demonstrating it was inspected;
- Discharge location not inspected.

In some cases, it may be beneficial to correct the error via an addendum. For example, if an area of inspection was missed, it would be good to inspect that area right away rather than waiting for the next scheduled inspection. To correct the error via an addendum, prepare a memo explaining the error or omission and identifying the correction. The

memorandum must include the CGP certification paragraph verbatim, with the Superintendent's and Project Engineer's signatures and dates (same format as on the inspection reports). Attach the memorandum to the inspection report in which the error occurred.

## **SWPPP Construction Site Inspection Report (Form 25D-100) APPENDIX A**

### **Guidance Applicable Only to Locations With Mean Annual Precipitation of 40 inches or More**

#### **Conducting Inspections during Periods of Relatively Continuous Rain or Sequential Storm Events**

This guidance is intended only for those projects in locations that have a mean annual precipitation of 40 or more inches, to assist in complying with the 2011 CGP Part 6.1.3:

*“For areas of the state where the mean annual precipitation is forty (40) inches or greater, inspect at least once every seven (7) calendar days. For periods of relatively continuous precipitation or sequential storm events inspect at least twice every seven (7) calendar days.”*

To implement this permit requirement, if practicable, plan on having two inspections per seven calendar days. If this is not practicable, then DOT&PF projects must conduct regular inspections on the selected day of the week, and then use the following guidelines to determine when an additional inspection is required.

#### Inspections during periods of relatively continuous rain

“Relatively continuous precipitation” will be interpreted as 0.1 inch or more of rain occurring four days out of the seven day inspection period. The four days do not have to be consecutive (see weeks 2 and 3 in the Example below).

To make it easy to comply, your regular inspection should occur on the same day each week, and the second weekly inspection must be conducted prior to your regular inspection if there has been continuous rain. In the case that the fourth day of rain falls on the day before your next regular inspection (the 6<sup>th</sup> day of the inspection period), conduct an inspection on that day even though you do not yet know if the rainfall will be 0.1 inches by the end of the day (see Week 3 of the Example).

#### Inspections during sequential storm events

Storm events are defined in the ACGP as “... a rainfall event that produces more than 0.5 inch of precipitation in 24 hours and that is separated from the previous storm event by at least 3 days

of dry weather” (2011 CGP, Appendix C). Storm events do not include snow. DOT&PF interprets dry weather as less than 0.1 inch of rain in 24 hours, referred to as trace (Tr) precipitation. Sequential Storms will be interpreted as one storm beginning the day after another storm has ended. It is important that storm events are tracked in the Daily Record of Rainfall (Form 25D-115) by noting the storm start and stop dates in the Comments column, to determine if an inspection is required . Unlike the post-storm event inspection included in the 14 day inspection frequency, there is no stipulation that this storm event inspection has to occur within 24 hours of the end of the second storm event; therefore, the inspection can be conducted once it is apparent that there have been sequential storms (see Week 8 of Example).

**Example. Inspections over an 8-week period.**

WEEK	Mon Day #0/7	Tues Day #1	Wed Day #2	Thurs Day #3	Fri Day #4	Sat Day #5	Sun Day #6
1	First Inspection				X		
2	R					X	
3	R						X
4	R						
5	R(X)					X	
6	R						
7	R	0.5					X
	STORM EVENT #1						
8	R				1.2	S	
	STORM EVENT #1			STORM EVENT #2			

R = regular weekly inspection (every Monday in this example)

X = second inspection in a week, required due to continuous rain

S = second inspection in a week, required due to sequential storm events

Shaded days = 0.1 inch or more rain fell (if the rain exceeded 0.5 inch, the amount is noted)

## SWPPP Construction Site Inspection Report (Form 25D-100) APPENDIX B

### Guidance Applicable to All Projects

#### Starting Inspections After Winter Shutdown

This guidance is intended to describe how to comply with 2011 Construction General Permit Part 6.2.3 to “resume inspections at least twenty-one (21) calendar days prior to the anticipated spring thaw.”

##### Resuming Inspections and Accessibility

At winter shutdown, identify the date that is 21 days prior to the anticipated spring thaw in the SWPPP.

- If the site is accessible, conduct an inspection on or before this date even if the site is suspected or known to be completely frozen or covered in snow.
- If the site is impracticable to access on that date (e.g. due to winter road closures), then draft a SWPPP amendment on or before that day to revise the planned start-up date. In the memo, assign a new date to resume inspections that is reasonable with respect to actual site conditions and accessibility, which should also be described. Continue to monitor and record the weather data and forecasts and go to inspect earlier, if access opens up before you anticipated. The purpose is to document that we are getting to the site as soon as practicable and still are meeting the permit requirement to resume inspections at least 21 days prior to the actual spring thaw.

After conducting the pre-thaw inspection, resume inspections per CGP Part 6.1 or Part 6.2.1. Note that you will need to amend your SWPPP to document the change in inspection frequency.

##### Pre-Spring Thaw Inspections during Frozen or Snow-covered Conditions

During the inspection, frozen or snow-cover conditions should be noted on the Inspection Report in the following ways:

Section 1.10: Describe construction activities: note that no activities are occurring and the project is in winter shutdown.

Section 1.11: Type of Inspection: It should be noted that this is the pre-thaw inspection

Section 2.2: Storm Events: If the project has been shutdown, and the Engineer waived the requirement to update the Daily Record of Rainfall, resume recording rainfall data as outlined in the Daily Record of Rainfall Instructions. If a storm event started on or after the day you resume recording rainfall data, then you need to fill in the storm events since the last inspection part.

Section 2.3: Weather at time of Inspection: be sure to include the temperature, as this is the best indication that the site is experiencing freezing conditions. Also note the extent, if any, of the snow cover.

Section 3.0 Overall Site Issues and Section 5.0 Site Specific BMPs: address each issue and BMP. **Do not** assume all BMPs are not visible due to snow cover, as some may be visible due to snow drift or other site conditions affecting the snow cover. When too covered to inspect, indicate that they are in place and do not need corrective action and then, in the comments column, note that the BMPs are not visible due to snow cover.